

**Louisiana Secretary of State
Louisiana State Archives
Records Management Training Registration Form**

The Records Management Program of the Louisiana State Archives offers free monthly training on records management-related topics. The training consists of four classes which provide an overview of the key principles of records management and guidance on the steps government agencies need to take to comply with Louisiana’s Public Records Law (La. R.S. Title 44).

Our Records Management Training Course has been approved by the Mandatory Continuing Legal Education Committee of the Louisiana State Bar Association for a maximum of 4 hours credit.

All classes, except for the June 11 class, are held at the Louisiana State Archives Auditorium, located at 3851 Essen Lane in Baton Rouge from 8:30 AM to 12:30 PM. The June 11, 2024 class will be held at the Louisiana State Exhibit Museum, located at 3015 Greenwood Road, Shreveport, LA 71109.

Please email the completed registration form to recmgt@sos.la.gov at least *three* (3) days prior to the desired course date in order to reserve a seat. Our mailing address is P.O. Box 94125, Baton Rouge, LA 70804-9125. Confirmation will be sent upon receipt of this registration form. For questions please call 225.922.3094.

2024 Course Dates

January 2024 – no classes
February 15, 2024
March 20, 2024

April 9, 2024
May 15, 2024
June 11, 2024 (Shreveport)

July 11, 2024
August 13, 2024
September 17, 2024

October 10, 2024
November 6, 2024
December 10, 2024

Agency / Organization Name			
Date of Class	Attendee Name	Phone Number	Email